



**State of Tennessee**  
**Department of Children's Services**

**Administrative Policies and Procedures: 15.3**

<b>Subject:</b>	<b>Surrender of Parental Rights of a Child to the Department of Children's Services</b>
<b>Authority:</b>	TCA 37-5-105, TCA 37-5-112; TCA 36-1-111
<b>Standards:</b>	Best Practice Standard: 12-804. COA: PA-AS 7.01, PA-AS 7.04
<b>Application:</b>	DCS Family Service Workers, Permanency Specialists and all Licensed Tennessee Child Placing Agencies

<b>Policy Statement:</b>	
When a parent chooses to surrender his/her rights of a child to DCS, the pertinent surrender form must be used.	
<b>Purpose:</b>	
The Department of Children's Services is responsible for maintaining all of surrender documents that meets the needs and circumstances of the surrendering parent(s) or legal guardian(s).	
<b>Procedures:</b>	
<b>A. Forms</b>	The appropriate surrender form is to be completed according to the form instructions.
<b>B. Report status</b>	<ol style="list-style-type: none"><li>1. Once the Surrender has been taken, the child's legal status is to be noted in the child's case record.</li><li>2. The child's case manager is responsible for completing information in TFACTS and providing the adoptive family with form <b>CS-0950, AdoptUSKids Information Acknowledgement.</b></li></ol>

<b>Forms:</b>	<a href="#"><u>CS-0649, Medical/Social History For Child and Child's Family Upon Surrender or Termination of Parental Rights</u></a>  <a href="#"><u>CS-0950, AdoptUSKids Information Acknowledgement</u></a>  <a href="#"><u>CS-0651, Surrender of a Child To Tennessee Department of Children's Services Or A Licensed Child Placing Agency By A Parent or Guardian In Tennessee</u></a>  <a href="#"><u>CS-0652, Surrender of Child In Tennessee Directly to Adoptive Parents by a Parent Or Guardian</u></a>  <a href="#"><u>CS- 0653, Surrender of Child By Parent Or Guardian In Another State To The Tennessee Department of Children's Services or a Licensed Child Placing Agency By a Parent or Guardian in Another State or Territory</u></a>  <a href="#"><u>CS-0846, Surrender of a Child by a Parent or Guardian Residing or Temporarily Residing In a Foreign Country to Tennessee Department of Children's Services or a Licensed Child-Placing Agency</u></a>  <a href="#"><u>CS-0847, Surrender to a Licensed Child-Placing Agency or Tennessee Department of Children's Services by an Inmate of a State or Federal Penitentiary</u></a>
<b>Collateral Documents:</b>	<a href="#"><u>Continuum of Child's Needs</u></a>